

Example of application funded under the following solicitation:

Recovery Act: FY 2009 Assistance to Rural Law Enforcement to
Combat Crime and Drugs Solicitation

Applicant: Navajo Nation Judicial Branch

APPLICATION FOR

| | | | |
|--|----------------------------|--|---------------------------------------|
| 1. TYPE OF SUBMISSION Application Non-Construction | | 2. DATE SUBMITTED 04/22/2009 | APPLICATION IDENTIFIER |
| | | 3. DATE RECEIVED BY STATE | STATE APPLICATION IDENTIFIER |
| | | 4. DATE RECEIVED BY FEDERAL AGENCY | FEDERAL IDENTIFIER |
| 5. APPLICANT INFORMATION | | | |
| Legal Name Navajo Nation Judicial Branch | | Organizational Unit Administrative Offices of the Courts | |
| Address (city, state, and zip code) Post Office Box 520 Window Rock, Arizona 86515 | | Name and telephone number of the person to be contacted on matters involving this application Josephine Foo (928) 871-7669 | |
| 6. EMPLOYER IDENTIFICATION NUMBER (EIN) | | 7. TYPE OF APPLICANT Indian Tribe * | |
| 8. TYPE OF APPLICATION New | | 9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance | |
| 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE Number: 16.810 CFDA Title: 16.810 - Rural Law Enforcement | | 11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Navajo Nation Nábináhaazláago Initiative | |
| 12. AREAS AFFECTED BY PROJECT Navajo Nation -- Tuba City, Coconino County, AZ (Wester | | | |
| 13. PROPOSED PROJECT | | 14. CONGRESSIONAL DISTRICT(S) OF | |
| Start Date: 09/01/2009 | Ending Date: 09/01/2011 | a. Applicant AZ01 | b. Project AZ01 |
| 15. ESTIMATED FUNDING | | 16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? | |
| a. Federal | \$1,362,906 | Program is not covered by E.O. 12372 | |
| b. Applicant | \$0 | | |
| c. State | \$0 | | |
| d. Local | \$0 | | |
| e. Other | \$0 | | |
| f. Program Income | \$0 | 17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? | |
| g. Total | \$1,362,906 | N | |
| 18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED. | | | |
| a. Typed Name of Authorized Representative Herb Yazzie | | b. Title Chief Justice | c. Telephone number (928) 871-7669 |
| d. Signature of Authorized Representative | | e. Date Signed | |

PROGRAM ABSTRACT

The “Navajo Nation Nábináhaazláago Initiative” seeks Category III funding in the amount of \$1,362,906 for a 2-year period. It is submitted by the Navajo Nation Judicial Branch on behalf of the Office of the Chief Justice and Probation Services, in partnership with the Department of Corrections, Office of the Chief Prosecutor, Office of the Public Defender, Division of Social Services, and Department of Behavioral Health.

The collaborative Initiative will ensure assessments, services, and treatment are provided for juveniles in detention. None presently are provided. It will also ensure data collection and reporting on recidivism where no data presently exists. The Initiative will: (1) create 11 new jobs immediately and sustain them; (2) establish a Steering Commission; (3) formulate agreements and detailed plans for inter-agency collaboration; (4) through case management, ensure assessments, services and treatment are provided to detainees; (5) devise and implement a data collection plan; and (6) reduce recidivism.

The Initiative involves the participation of major Navajo Nation justice agencies and service providers, puts in place a central authority management structure and provides for 2 full-time positions to ensure collaboration and continued participation by partners in the Steering Commission. The Initiative will be driven by the Operations Analyst. The Liaison Officer will be responsible for inter-agency information sharing. The Commission will be responsible for ensuring detailed interagency collaborative agreements and plans are in place for individual service plans and case management to be performed at Navajo juvenile detention centers, for reentry planning, and aftercare services. 6 Probation Case Managers and 2 Office Technicians located at detention facilities will perform case management and data collection. 1 Office Technician will be attached to the Peacemaking Program office at the Tuba City courthouse.

The model of a Steering Commission is taken from the *Pathways to Juvenile Detention Reform* series published by the Annie E. Casey Foundation and cited as an important resource for juvenile detention reform by the Office of Juvenile Justice and Delinquency Prevention. The monograph relied on is “Collaboration and Leadership in Juvenile Detention Reform.” The structure of the Commission is modeled on findings in Chapter 2 of the monograph, *Guiding Principles for Collaboration* which describe seven principles that emerged from successes and failures of Juvenile Detention Alternatives Initiative (JDAI) sites: inclusion of all stakeholders, consensus, willingness to negotiate and compromise, pivotal leadership, inclusion of movers and shakers, and data generation. All these proven principles are included in the Nábináhaazláago Initiative.

By 2000 census, the Navajo Nation has a population of 180,462 within a desert territory of 24,078.127 square miles, resulting in a population density of 7.49 per square mile. The largest town is Tuba City, AZ with pop. 8,225 and the next largest is Shiprock, AZ with pop. 8,125. The Navajo Nation qualifies as a “rural area” and is neither listed as a metropolitan statistical area nor meets the definition of an MSA as defined by the Office of Management and Budget. The Navajo Nation is *not* eligible to receive a direct allocation from the Recovery Act Edward Byrne Memorial JAG Program.

NAVAJO NATION NÁBINÁHAAZLÁAGO INITIATIVE -- Category III Funding**STATEMENT OF THE PROBLEM**

In 2008, 4,198 juveniles were detained as delinquents or “children in need of supervision” (CHINS) in Navajo juvenile detention facilities, according to Navajo Nation Department of Corrections statistics. Delores Greyeyes, Director of the Dept. of Corrections, states that 97% are detained less than 3 months and 3% from 3 – 6 months, and 90% have alcohol or drug issues, 2% mental health, and 25% medical issues. Presently, juveniles in detention lack access to risk and needs assessment, treatment, services, and positive modern or traditional Navajo programming due to lack of coordinated services and case management resources. Reentry planning and aftercare is non-existent. Facilities administrators place urgent calls to peacemakers and traditional counselors in the hope they are willing to come in immediately on a volunteer basis for juveniles in crisis situations. No education services are provided at facilities.

Because objective risk assessment standards have never been formulated, risk assessments that the Children’s Code requires to be performed by probation officers are not done on children in temporary custody. As a result, dependent children may be found in detention at any given time, and CHINS children have been detained with delinquent children in violation of Navajo Children’s Code guidelines.¹ Needs assessments are also not performed. These must be performed by the service provider responsible for the area of assessment. Substance/alcohol abuse assessments must be performed by behavioral health; and mental health and medical assessments by the Indian Health Service. However, the Dept. of Corrections lacks the core competencies to manage agency referrals for assessment purposes. Record-keeping at corrections only recently became

¹ *In re N.B.*, SC-CV-03-08 (Nav. N. Sup. Ct. 4/16/08)

automated. Juveniles with serious needs go undiagnosed and untreated.

Detention has evolved into the first choice to discipline even minor offenders. For lack of alternatives, CHINS children in contempt have been detained for 6 months when the original charge may be a curfew violation.² Children brought into the system as CHINS are almost guaranteed to be seen again on delinquency charges.

The Navajo Nation is one of the poorest American rural communities, with per capita income averaging \$4,106. It spans more than 24,000 square miles with 2,000 miles of paved roads. Distance and terrain are alone challenging for coordination of services to communities. Juvenile gang membership, and drop out and delinquency rates, are severe and growing problems. Drug use among the people is epidemic and drug-related assault is rising.³ In 1997, Navajo Nation Police reported at least 75 active juvenile gang "sets" or groups. In 2008, police responded to 33 attempted suicides and 11 suicides of reservation youth. School dropout rates are high. With this background, the perception is that restorative justice for juveniles in the Navajo Nation has failed.

Judges, prosecutors, probation officers, and staff in corrections, behavioral health, and social services all agree that Navajo restorative justice has never been given a real opportunity to work. When the Council decriminalized most offenses in 2000 via CJA-08-00, they directed restorative justice solutions, community participation, and nályééh⁴ but did not provide funding. As noted in an April 21, 2008 Memorandum sent by the Navajo Nation to the Senate Indian Affairs Committee, restorative justice is a core responsibility of the Navajo justice system. However, agencies have been left to fulfill

² *In re L.R.*, SC-CV-39-07 (Nav. N. Sup. Ct. 3/14/07)

³ Methamphetamine is involved in 40 percent of all violent crime on the Navajo Nation. Linthicum, L. *Navajo Reservation Faces Meth Crisis*. *Albuquerque Journal*. (January 23, 2005).

⁴ Nályééh takes into account the needs of the injured person and community in reaching a solution where there is "no hard feelings" and a return to status quo ante.

the unfunded mandate piecemeal through limited agency-specific grants, and with heavy reliance on foot-on-the-ground creativity and initiative. An unreasonable level of creativity and initiative has been required of personnel at the agency level due to the absence of detailed agency collaboration plans at the policy-making level, notwithstanding general inter-agency agreements.

By anecdotal evidence, recidivism rates are high. However, actual recidivism data does not exist. Due to antiquated record methods, caseload, services, and recidivism data that would assist collaborative agency decision-making have not been collected.

PROGRAM DESIGN AND IMPLEMENTATION

Collaborative Partnerships. The “Navajo Nation Nábináhaazláago Initiative” is led by the Office of the Chief Justice and Probation Services in partnership with the Department of Corrections, Office of the Chief Prosecutor, Office of the Public Defender, Division of Social Services, and Department of Behavioral Health. “Nábináhaazláago” means providing completeness or comprehensiveness and emphasizes the participation of the people in fairness, mutual respect and shared responsibility.

Authorities. In 1999, the Navajo Supreme Court required assessments by Probation Services of all children taken into protective custody; humane conditions; and “the care, protection and wholesome mental and physical development” of detained children.⁵ On Jan. 27, 2000, the Council in CJA-08-00 authorized the merging of probation and peacemaking functions to promote rehabilitation of offenders. The Children’s Code authorizes the Office of the Chief Justice, with Social Services, to

⁵ *In re A.W.*, A-CV-19-86 (Nav. N. Sup. Ct. 8/4/1999), interpreting due process requirements of the Navajo Children’s Code whose foremost purposes are “To preserve and restore the unity of the family whenever possible; to provide for the care, protection and wholesome mental and physical development of children coming within the provisions of the Children’s Code.” 9 N.N.C. § 1001(1) (1985 Cum. Supp.)

“develop a Navajo Nation-wide plan for detention, shelter care facilities, or alternatives thereto.”⁶ On June 21, 2004, A Memorandum of Agreement for detention programs was signed by Public Safety and Social Services. On Nov. 21, 2008, Probation Services was authorized to perform reentry services, outreach and form cross-program partnerships, perform assessments of juvenile and family needs, serve as case managers, partner with Navajo peacemakers, and share facilities.⁷ These are the authorities for this Initiative.

Goals and Objectives. The collaborative Initiative will ensure assessments, services, and treatment are provided for juveniles in detention. None presently are provided. It will also ensure data collection and reporting on recidivism where no data presently exists. The Initiative will: (a) create 11 new jobs immediately and sustain them; (b) establish a steering commission; (c) formulate agreements and detailed plans for inter-agency collaboration; (d) through case management, ensure assessments, services and treatment are provided to detainees; (e) devise and implement a data collection plan; and (f) reduce recidivism.

Steering Commission. The Steering Commission will be driven by one full-time staff. A second full-time staff will be responsible for inter-agency information sharing. The Commission will have high-level representation from the courts, prosecutor, public defender, police, probation services, corrections, social services, behavioral health, and the Indian Health Services; provide overall direction to the Initiative, formulate detailed agency collaborative plans for provision of services to detainees in the justice system; and formulate objective assessment standards and a data collection plan, including forms, methodology, and data to be collected.

⁶ 9 N.N.C. §1056

⁷ Revision of Standard Operating Procedures via adoption by Judges in JBN-03-08

Jobs. Both the Operations Analyst and Liaison Officer positions are positions previously funded in 2009 by the Navajo Nation Council but shortly defunded due to recession shortfalls. The Operations Analyst will play a pivotal leadership role in the Steering Commission and is a key policy-level actor who will gather information from research, agencies and communities; develop consensus, ensure collaboration, develop a vision for restorative justice collaboration, develop functional collaborative agency plans for detention, probation, and aftercare, and monitor programs for compliance. The Liaison Officer will liaison between the Commission, corrections, courts, law enforcement, prosecutors, defenders, service providers, Navajo Nation Council, committees, and community groups, distributing and collecting information relevant to inter-agency collaboration and the success of the Nábináhaazláago Initiative. Two (2) Supervisor Probation Case Managers and (4) Probation Case Management Officers will be stationed in the Western Navajo Juvenile Services Center in Tuba City, AZ and at the Tohatchi Juvenile Facility in Tohatchi, NM. Officers must be traditional counselors capable of immediately providing individual and group counseling to juvenile detainees. They will perform case management, obtain family waivers and consents, make referrals, enlist peacemakers and traditional counselors, perform risk assessments pursuant to objective standards, assist the Commission by providing data, field observations and recommendations; and otherwise provide monitoring, reentry and aftercare case management. Three (3) Office Technicians will support the Officers and Peacemaking Program, and collect data.

Data Collection Plan. The collection of recidivism, services, and case data will be addressed in a plan to be formulated by the Steering Commission and implemented by

the three new Office Technician positions with assistance and support from NNIJISP.⁸

Capabilities/competencies. The Initiative involves the participation of major Navajo Nation justice agencies and service providers who collectively view the goals of the initiative as urgent and overdue. The Initiative puts in place a central authority management structure and provides for 2 full-time positions to ensure collaboration and continued participation by partners in the Steering Commission. Grant funds will be deposited in a Judicial Branch account. All Steering Commission expenses will be on a reimbursement basis via submission of Navajo Nation expense forms to the branch. The Operations Analyst will be responsible for quarterly programmatic reporting.

The eleven (11) jobs that will be created will be situated within the Judicial Branch. The Operations Analyst and Liaison Officer positions in the Office of the Chief Justice; Supervisory and Case Management Probation Officer positions and 2 Office Technician positions in Probation Services; and 1 Office Technician position in the Peacemaking Program. Probation Services and the Peacemaking Program are supervised by the Chief Probation Officer and Peacemaking Coordinator by delegated authority of the Chief Justice. The Probation Case Management Officers to be located at 2 of the Navajo Nation's 3 juvenile detention facilities under this initiative will be immediately supervised by their respective Supervising Probation Case Managers.

The Judicial Branch is funded by a mix of federal and Navajo Nation funds. The Division of Finance issues checks, including payroll, and maintains the accounting system (FMIS) for all government operations. The branch Fiscal Office maintains accounts in duplicate for internal use. Each month, branch accounting records are reconciled with the FMIS system. The Office of Contracts and Grants sets up a separate

⁸ Navajo Nation Integrated Justice Information Sharing Project (NNIJISP)

account and maintains separate expenditure tracking for each grant. The branch Fiscal Director and Office of Contracts and Grants track drawdowns and together submit reports to funding agencies for branch grants.

Certification for NIJ Evaluation. The branch is willing and able to participate in an evaluation to be managed by the National Institute of Justice. A unified case management system for the justice community is due to be implemented in September, 2009 as part of the Navajo Nation Integrated Justice Information Sharing Project (NNIJISP). NNIJISP, a 5-year plan begun in 2007 with federal and Navajo Nation funding, recently obtained technical assistance from the IJIS Institute and is on-track. The data management system will ensure comprehensive programmatic data will be available for evaluation purposes. In addition, the Operations Analyst will be on hand to organize and report programmatic data. (Please see ATTACHED signed certification).

Effectiveness. The case management system that will be implemented in Sept., 2009 will enable electronic collection of current recidivism data pursuant to a data collection plan to be formulated by the Steering Commission that will further address and set a timeline for the preservation and collection of archived hard copy offender records.

The model of a Steering Commission is taken from the *Pathways to Juvenile Detention Reform* series published by the Annie E. Casey Foundation and cited as an important resource for juvenile detention reform by the Office of Juvenile Justice and Delinquency Prevention. The monograph relied on is “Collaboration and Leadership in Juvenile Detention Reform.” The structure of the Commission is modeled on findings in Chapter 2 of the monograph, *Guiding Principles for Collaboration* which describe seven principles that emerged from successes and failures of Juvenile Detention Alternatives

Initiative (JDAI) sites: inclusion of all stakeholders, consensus, willingness to negotiate and compromise, pivotal leadership, inclusion of movers and shakers, and data generation. All these proven principles are included in the Nábináhaazláago Initiative.

Measures. 11 new jobs will be immediately created. The Commission will first meet within 1 month then meet regularly, establish a charter within 3 months, formulate an emergency temporary collaborative plan, data collection plan, and assessment standards within 6 months, formulate detailed permanent agency collaboration plans on a rolling basis, and establish permanent assessment standards and a data collection plan within 1 year. Probation Case Managers will ensure assessments, services and treatment are provided to 15% detainees within 3 months, 25% within 6 months, 50% within 1 year, and 100% within 2 years. Data collection will begin within 6 months and recidivism reduced by 15% - 30% by the end of the 2 year grant period. The Steering Commission will collaboratively assess and analyze Initiative progress with assistance of inter-agency statisticians. The Operations Analyst will report the Commission's findings to the branch, Council and funders.

Sustainability. The Initiative is planned with sufficient authority to implement reforms; inclusion of policymakers from the main agencies of juvenile justice and related service providers; a governance structure that provides for institutional changes; and clear operating instructions to case managers. The Initiative will proceed in steps with small wins motivating the collaborative to greater action. The Operations Analyst and Liaison Officer play crucial roles. The high-level partnership will hold each other accountable for implementation and has every intention of continuing a successful Initiative, procuring funding from the Navajo Nation and other funding sources as needed.

NAVAJO NATION NÁBINÁHAAZLÁAGO INITIATIVE
Budget Detail Worksheet (Annual)

A. Personnel

| Name/Position | Computation | Cost |
|---------------|-------------|------|
|---------------|-------------|------|

Total Number of FTEs: 11

All positions will work exclusively on the Nábináhaazláago Initiative.

| | |
|---------------------------------|-------------------|
| ANNUAL PERSONNEL TOTAL = | \$ 456,828 |
|---------------------------------|-------------------|

B. Fringe Benefits

| Type | Computation | Cost |
|------|-------------|------|
|------|-------------|------|

| | |
|--|-------------------|
| ANNUAL FRINGE TOTAL = | \$ 151,620 |
| ANNUAL PERSONNEL & FRINGE TOTAL = | \$ 608,448 |

C. Travel

| Purpose | Location | Item | Computation | Cost |
|---------------------------|-----------------|------------|------------------------|----------|
| USDOJ Grant Mtng | Washington, DC | Airfare | (\$1,200 x 2) | \$ 2,400 |
| | | Lodging | (\$233 x 2 x 5 days) | \$ 2,330 |
| | | Per Diem | (\$64 x 2 x 5 days) | \$ 640 |
| | | Car rental | | \$ 400 |
| USDOJ Grant Mtng | Denver, CO | Airfare | (\$1,000 x 2) | \$ 2,000 |
| | | Lodging | (\$130 x 2 x 5 days) | \$ 1,300 |
| | | Per Diem | (\$59 x 2 x 5 days) | \$ 590 |
| | | Car rental | | \$ 400 |
| Commission Mtngs | Window Rock, AZ | Per Diem | (\$39 x 10 x 12) | \$ 4,680 |
| | | Mileage | (0.53 x 10 x 12 x 100) | \$ 6,360 |
| Case Management Trainings | Phoenix, AZ | Mileage | (0.53 x 660 x 6) | \$ 2,099 |
| | | Per Diem | (\$39 x 6 x 6 days) | \$ 1,404 |
| | | Lodging | (\$160 x 6 x 6 days) | \$ 5,760 |

| | | | | | |
|------------------------------------|-------------|----------|-----------------------|----|--------|
| Project Management | Phoenix, AZ | Mileage | (0.53x660x2x3 days) | \$ | 2,099 |
| Trainings | | Per Diem | (\$39 x 2 x 3 days) | \$ | 234 |
| | | Lodging | (\$160 x 2 x 3 days) | \$ | 960 |
| Data Management | | | | | |
| Training | Phoenix, AZ | Mileage | (0.53 x 660 x 8) | \$ | 2,798 |
| | | Per Diem | (\$39 x 8 x 3 days) | \$ | 936 |
| | | Lodging | (\$160 x 8 x 3 days) | \$ | 3,480 |
| Probation Officer | | | | | |
| General Travel on Rez various, rez | | Mileage | (0.53 x 10,000 miles) | \$ | 5,300 |
| for family outreach and meetings | | Per Diem | \$39 x 80 days) | \$ | 3,120 |
| | | Misc. | | \$ | 10,000 |

2 Staff will be sent to 2 USDOJ sponsored grant meetings, one in Washington, D.C. and the other regional, normally Denver, CO. The 10 member Steering Commission is expected to meet monthly. Probation Case Management Officers are expected to attend 2 annual case management trainings. Probation Case Managers and Office Technicians are expected to attend 1 data management training annually. The Operations Analyst and Liaison Officer are expected to attend 1 Project Management training annually.

Probation Case Management Officers are expected to meet with families for reentry planning and/or aftercare services, who may not be able to come to probation offices themselves. 10,000 annual miles of travel for this purpose is allocated between all 6 Probation Case Management Officers and Supervisors.

An additional \$10,000 for miscellaneous travel is allocated. Purposes may include reimbursement to peacemakers and to indigent families who may not otherwise be able to travel to detention centers.

TOTAL ANNUAL TRAVEL = \$ 59,290

D. Equipment

| Item | Computation | Cost |
|---------------------------------|----------------|-----------|
| 11 - desktop computers/printers | (\$1,000 x 11) | \$ 11,000 |
| 11 - telephones | (\$50 x 11) | \$ 550 |
| Furniture | | \$ 2,000 |

EQUIPMENT TOTAL (NON-RECURRING) = \$ 13,550

E. Supplies

| Supply Item | Computation | Cost |
|--------------------------|----------------------|----------|
| Office Supplies | (\$50/mo x 12 mo.) | \$ 600 |
| Training Materials | (\$2/set x 500 sets) | \$ 1,000 |
| Printing/binding/copying | | \$ 300 |
| Postage | \$20/mo. X 12 mo. | \$ 240 |

TOTAL OFFICE SUPPLIES = \$ 2,140

F. Other Costs

| Description | Computation | Cost |
|-----------------------------------|-------------------------|----------|
| Refreshments, Commission Meetings | (\$10 x 10 x 12 mtngs) | \$ 1,200 |
| Training registration fees | (\$200 regis. fee x 18) | \$ 3,600 |

TOTAL OTHER COSTS = \$ 4,800

Budget Summary

| Budget Category | Amount |
|--|--------------|
| A. Personnel | \$ 456,828 |
| B. Fringe Benefits | \$ 151,620 |
| C. Travel | \$ 59,290 |
| D. Equipment | \$ 13,550 |
| E. Supplies | \$ 2,140 |
| F. Other Costs | \$ 4,800 |
| Annual Costs = | \$ 688,228 |
| TOTAL PROJECT COSTS (24-MONTH PERIOD Less Non-Recurring Yr 1 Equipment Costs) = | \$ 1,362,906 |
| Federal Request = | \$ 1,362,906 |
| Non-Federal Amount = | \$ - |

**NAVAJO NATION NÁBINÁHAAZLÁAGO INITIATIVE
BUDGET NARRATIVE**

1. PERSONNEL SALARIES –

Operations Analyst: The position will play a pivotal leadership role in the Steering Commission of the Nábináhaazláago Initiative. The individual is a key policy-level actor who will gather information from research, agencies and communities; develop consensus, ensure collaboration, develop a vision for restorative justice collaboration, develop functional collaborative agency plans for detention, probation, and aftercare, and monitor programs for compliance. The individual seeks out collaborative agency and community resources and drafts intra-governmental and inter-agency collaborative contracts and agreements. The individual plans interagency meetings and work sessions, prepares agreements, plans policy and budget recommendations; performs complex legislative, financial and contractual analysis, and ensures that all grant guidelines are complied with. The individual conducts programmatic research and special assignments as directed; prepares reports, evaluations, identifies inefficiencies, and proposes enhancements for operations of existing programs in order to increase efficiencies and service delivery. The individual determines program needs and goals and develops plans accordingly; and monitors and tracks programmatic developments and performance measures.

Liaison Officer: The position will liaison between the Commission, corrections, courts, law enforcement, prosecutors, defenders, service providers, Navajo Nation Council, committees, and community groups, distributing and collecting information relevant to inter-agency collaboration. As assigned, represents the branch in meetings, sessions and correspondence with the Navajo Nation Council, Navajo Nation government, and in inter-tribal, tribal-state and tribal-federal meetings and community communications. May be required to analyze Navajo Nation, state, and federal legislative and regulatory information impacting the branch and the Navajo Nation in order to develop position statements.

The position is a highly visible and easily accessible resource for the Judicial Branch. Maintains open communication and liaison with Navajo Nation, federal, state, and local government agencies and Navajo Nation communities impacted by planned projects and legislative decisions. Monitors and track Navajo Nation legislative proposals on a continuing basis. Identifies proposed, planned, pending and introduced legislation on a timely basis briefs and/or provide written reports as required, follows up with addendums as necessary. Distributes information to branch courts and programs. Testifies before standing committees in response to requests for information; provides progress and status reports on legislative matters on behalf of the branch to the Judicial Conference. Establishes and maintains contact on a routine basis with Navajo Nation Council delegates and relevant standing committees. Prepares press releases and conduct or coordinate public information gathering and distribution sessions at the agency and chapter level. Other related work as assigned.

Supervisor Probation Case Manager: There will be 2 positions, 1 each to be stationed at the Western Navajo Juvenile Services Center in Tuba City, and the Tohatchi Juvenile Center in Tohatchi, NM.

The position will be responsible for the supervision of Probation Case Management Officers and Office Technicians stationed in juvenile detention facilities. The individual assists with, or prepares reports such as case summaries or court ordered predisposition investigations; assists the Steering Commission by providing data, field observations and recommendations; performs case management, obtains family consents, makes referrals, enlists peacemakers and traditional counselors to serve juveniles in detention, performs risk assessments pursuant to objective standards, and otherwise provides reentry and aftercare case management.

The individual advises offenders on personal problems, employment resources, vocational skills, educational and training needs, family problems and institutional adjustment; case manages programs to offenders which are designed to assist in a successful re-entry into the community following release from detention and performs aftercare follow-up; reviews work and conduct records of all assigned offenders to determine progress or necessity of changing assignments or programming; serves as a member of the classification unit for an assigned caseload; uses interview techniques and assessment instruments to determine the offender's security risks and programmatic needs; prepares case history reports and recommends program assignments; develops, monitors, and amends offender transition plans in line with re-entry programs and services.

The individual implements collaborative interagency plans with relevant partners to provide support, pre and post release services for offenders which involve family members and community resources and social service

agencies; arranges for clinical services or rehabilitative placement in accordance with treatment plan; transports probationer/parolee to appropriate placements; conducts case staffing with service providers; conducts home visits and follow up with offender; assists in resolving issues and concerns; recommends modifications to the court and Steering Commission; maintains files and records on caseload; compiles and prepares required reports. The position supervises and monitors offenders in aftercare pursuant to court order and collaborative interagency plans; provides community education and other information to schools, various committees, public interest groups and communities; serves as liaison and representative of the court; attends court hearings and meetings.

426,783
426,783
530,000
956,783

Probation Case Management Officer: There will be 4 positions, 2 each to be stationed at the Western Navajo Juvenile Services Center in Tuba City, and the Tohatchi Juvenile Center in Tohatchi, NM, respectively.

The individual assists with, or prepares reports such as case summaries or court ordered predisposition investigations; assists the Steering Commission by providing data, field observations and recommendations; performs case management, obtains family consents, makes referrals, enlists peacemakers and traditional counselors to serve juveniles in detention, performs risk assessments pursuant to objective standards, and otherwise provides reentry and aftercare case management.

The individual advises offenders on personal problems, employment resources, vocational skills, educational and training needs, family problems and institutional adjustment; case manages programs to offenders which are designed to assist in a successful re-entry into the community following release from detention and performs aftercare follow-up; reviews work and conduct records of all assigned offenders to determine progress or necessity of changing assignments or programming; serves as a member of the classification unit for an assigned caseload; uses interview techniques and assessment instruments to determine the offender's security risks and programmatic needs; prepares case history reports and recommends program assignments; develops, monitors, and amends offender transition plans in line with re-entry programs and services.

The individual implements collaborative interagency plans with relevant partners to provide support, pre and post release services for offenders which involve family members and community resources and social service agencies; arranges for clinical services or rehabilitative placement in accordance with treatment plan; transports probationer/parolee to appropriate placements; conducts case staffing with service providers; conducts home visits and follow up with offender; assists in resolving issues

and concerns; recommends modifications to the court and Steering Commission; maintains files and records on caseload; compiles and prepares required reports. The position supervises and monitors offenders in aftercare pursuant to court order and collaborative interagency plans; provides community education and other information to schools, various committees, public interest groups and communities; serves as liaison and representative of the court; attends court hearings and meetings.

Office Technician: There will be 3 positions, 1 each to be stationed at the Western Navajo Juvenile Services Center in Tuba City, and the Tohatchi Juvenile Center in Tohatchi, NM, and 1 to be stationed at the Tuba City Court, Peacemaking Program Officer.

The position will perform numerous clerical and secretarial support duties, data collection. The individual responds to inquiries and provides information without providing legal advice; receives, reviews and checks documents, records and forms for accuracy, completeness and conformance with applicable policies and procedures; establishes and maintains manual and/or automated filing systems; maintains records and logs relating to general and/or specific area of assignment; schedules and coordinates meetings, hearings, events, interviews, appointments and/or other similar activities, including coordinating travel and lodging arrangements and related expenses; prepares, transcribes, composes and distributes agendas, meeting materials and/or minutes of meetings. Composes, types and edits correspondence, memoranda, orders, reports and other documents; follows up on operational commitments; collects and compiles statistical and other information for special or periodic reports; maintains office supply inventory; identifies and orders supplies and materials when necessary; maintains documents such as ledgers, personnel records and budget data; makes bank deposits; answers telephones, assists and resolves problems and inquiries of visitors; assists other secretaries with routine matters including providing back-up support, reviewing correspondence and in other areas; receives, logs and distributes incoming/outgoing mail; performs routine office equipment maintenance; assists clerical staff in court-related activities and operations.

\$456,282 Total Annual Personnel Salaries

\$912,564 Total 2-Year Project Period Personnel Salaries

2. **FRINGE BENEFITS** – Fringe benefits are paid according to an annual compensation plan set by the Navajo Nation Budget and Finance Committee and established by resolution of the Navajo Nation Council. The following is a breakdown of currently approved annual benefits:

\$151,620 Total Annual Fringe

\$303,240 Total 2-Year Project Period Fringe

\$1,216,896 TOTAL 2 YEAR PROJECT PERIOD FRINGE AND PERSONNEL SALARIES

3. TRAVEL

\$ 5,740 Cost of 2 Staff Members to Attend USDOJ-Sponsored Grant Meetings in Washington, D.C.: The expense for 2 Staff Members is broken down for each Staff Member \$64 per diem, \$233 lodging for 5 days, and \$1,200 airfare round-trip.

\$ 4,290 Cost of 2 Staff Members to Attend USDOJ-Sponsored Regional Grant Meetings: As regional meetings include as far away as Denver, Colorado, this expense is calculated for a Denver location. The expense for 2 Staff Members is broken down for each Staff Member \$59 per diem, \$130 lodging for 5 days, and \$1,000 airfare round-trip.

\$ 11,040 Steering Commission Meetings: It is expected that 10 Commission members will attend 12 annual meetings in Window Rock, AZ, broken down for each member at \$39 per diem and \$0.53 mileage for 100 miles round trip.

\$ 9,263 Case Management Trainings: It is expected that the 2 Supervisor Probation Case Managers and 4 Probation Case Management Officers will attend 2 annual case management trainings, each lasting 3 days including travel. They will be expected to attend trainings within driving distance, the farthest regional driving location being Phoenix, AZ. The training expenses are broken down for each member at \$39 per diem, \$160 per night lodging, and \$0.53 mileage for 660 miles round trip for 6 total training and travel days per year.

- \$ 3,293** Project Management Trainings: It is expected that the Operations Analyst and Liaison Officer will attend 1 annual project management training lasting 3 days including travel. They will be expected to attend a training within driving distance, the farthest regional driving location being Phoenix, AZ. The training expenses are broken down for each member at \$39 per diem, \$160 per night lodging, and \$0.53 mileage for 660 miles round trip for 3 total training and travel days per year.
- \$ 7,214** Data Management Trainings: It is expected that the 2 Supervisor Probation Case Managers, 4 Probation Case Management Officers, and 2 Office Technicians will attend 1 annual data management training lasting 3 days including travel. They will be expected to attend the training within driving distance, the farthest regional driving location being Phoenix, AZ. The training expenses are broken down for each member at \$39 per diem, \$160 per night lodging, and \$0.53 mileage for 660 miles round trip for 3 total training and travel days per year.
- \$ 8,420** Reservation Travel in Performance of Probation Duties: It is expected that the 2 Supervisor Probation Case Managers and 4 Probation Case Management Officers will be traveling on the reservation from detention facilities to meet with families for reentry planning and/or aftercare services and/or general monitoring and supervising of juveniles released from detention. The expenses are broken down for each Probation Officer at \$39 per diem for a total of 80 days, and \$0.53 mileage for a total of 10,000 miles per year.
- \$ 10,000** Miscellaneous: It is proposed that an additional \$10,000 be allocated for “miscellaneous” travel, whose purposes may include reimbursement to peacemakers and to indigent families who may not otherwise be able to travel to detention facilities.
- \$ 59,290** **Total Annual Travel**
- \$118,580** **Total 2-Year Project Period Travel**

4. EQUIPMENT

- \$ 11,000** 11 desktop computers and printers for the 11 new positions.
- \$ 550** 11 telephones for the 11 new positions.
- \$ 2,000** Miscellaneous furniture for the new positions.
- \$ 13,550** **Total Equipment (Non-Recurring)**

5. SUPPLIES

| | |
|------------------------|--|
| \$ 600 | Office supplies @\$50/month. |
| \$ 1,000 | Training materials @ \$2 per set for 500 sets. |
| \$ 300 | Printing/binding/copying. |
| \$ 240 | Postage @ \$20/month. |
| \$ 2,140 | Total Annual Supplies |
| <u>\$ 4,280</u> | Total 2-Year Project Period Supplies |

6. OTHER COSTS

| | |
|------------------------|--|
| \$ 1,200 | Refreshments for Commission meetings for 10 members, 12 meetings per year @ \$10 each. |
| \$ 3,600 | Training registration fees for 18 training fees total @ \$200 per registration fee. |
| \$ 4,800 | Total Annual Other Costs |
| <u>\$ 9,600</u> | Total 2-Year Project Period Other Costs |

7. INDIRECT COSTS – There are no indirect costs charged to this project.

8. CASH FUNDS FROM OTHER SOURCES – None.

9. TOTAL 2-YEAR PERIOD PROJECT COSTS – **\$1,362,906**